

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Letter of Appreciation				
FROM:		EXTENSION	NO.	
VC/CMS/7-12			OCA 3807-88	
			DATE	
			17 November 1988	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1. C/SE 5B4803, HQS				
2.				
3.				
4. OCA 7B-24				<p>Please forward the attached letter of appreciation to </p> <p>The original has been forwarded to OP for inclusion in her official file.</p> <p><i>Thank for your fine contribution to that panel.</i></p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 10px auto;"></div> <p>25X1</p> <p>25X1</p> <p>25X1</p> <p>25X1</p> <p>25X1</p> <p>25X1</p>
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

1 6 NOV 1988

Dear Lisa,

Please accept my appreciation for an assignment well done as a member of the FY-1988 GS-12 DO Personnel Evaluation Board.

Your service with the Board represents a major contribution to the Directorate's program of personnel assessment and management. Your recommendations for promotion, career development, and other matters have been very helpful.

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of Agency management. Also, I think it will make you appreciate more than ever our needs for carefully and candidly written appraisals of employees.

Sincerely,



Richard F. Stolz
Deputy Director for Operations

25X1

~~CONFIDENTIAL~~